



State of Arizona  
Department of Education  
Office of Diane M. Douglas  
Superintendent of Public Instruction

### Administrative Review Summary Report

School Food Authority Name: Self Development Academy-Phoenix

CTD: 07-82-56

Site: Self Development Academy-Phoenix

Contact: Asif Majeed

Review Date: November 30, 2016

Review Period: October 2016

Programs Reviewed:

☒ National School Lunch
 ☒ School Breakfast
 ☐ Afterschool Snack  
☐ Fresh Fruit & Vegetable
 ☐ Special Milk

Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
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#### Performance Standard 1: Certification & Benefit Issuance- Critical Area

Multiple applications were certified utilizing incomplete information.	Four applications were missing social security information. These errors were fixed before the on site visit occurred.	<i>Please describe the process that will be implemented to ensure that each application has complete information.</i>
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#### Performance Standard 1: Meal Counting & Claiming- Critical Area

Meal count totals by category for the month of review were not correctly combined and recorded. This was deemed a non-systemic error.	Resulted in underclaiming of 9 meals at lunch. Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue.	<i>Please provide a written description of changes to the system that have been implemented to ensure that meal service lines provide an accurate count by eligibility category.</i>
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#### Performance Standard 2: Meal Components & Quantities- Critical Area

Fluid milk was not available in at least two varieties during breakfast.	Discussed that at least two varieties need to be made available at breakfast. Allowable milk varieties are Fat Free Unflavored, Fat Free Flavored, and 1% Unflavored	<i>Please provide written assurance that fluid milk is now available in at least two varieties for breakfast meal service.</i>
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On the day of review, it was observed that 16 meals counted for reimbursement did not contain all of the required meal components.	These meals did not include milk. Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue. Changes were made during meal service, which helped the process to ensure students took a milk. Please note that this finding contributed toward fiscal action calculations, however, due to the \$600 disregard fiscal action was not assessed.	<i>Please provide a written description of the changes that have been made to ensure that all meals counted for reimbursement contain all of the required meal components.</i>
The english muffin served during the review period did not meet whole grain rich requirements.	Discussed all grains served must meet USDA whole grain rich requirements. Whole Grain Resource for the National School Lunch and Breakfast Program: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website: <a href="http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf">http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf</a> .	<i>Please provide written assurance that only grains meeting USDA whole grain rich requirements will be served. Please also provide the updated label for the english muffin that will be used.</i>
On the day of review, all meal components were not available to all students by the end of meal service.	Alternative meals were given after planned meal ran out, but these meals were not claimed for reimbursement. This is a reoccurring issue. Discussed option for adding an additional entree to the menu and working with the caterer to have more food available. Also discussed implementing a sharing table. Refer to share table resources and memo SP 41-2106 on ADE's Food Safety Webpage: <a href="http://www.azed.gov/health-nutrition/nslp/operate-nlsp/food-safety/">http://www.azed.gov/health-nutrition/nslp/operate-nlsp/food-safety/</a> .	<i>Please provide a written description of the changes that have been made to ensure that all required meal components are available to all students.</i>

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**Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area**

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No findings.	<i>None required.</i>
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**Meal Access & Reimbursement: Certification & Benefit Issuance**

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No findings.	<i>None required.</i>
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**Meal Access & Reimbursement: Verification**

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Three application should have been verified, but four were actually verified.	Discussed correct calculation of sample size and which applications are subject to verification.	<i>Please provide written assurance that the verification sample size will be correctly determined the next time verification is conducted and that verification procedures will be followed.</i>
The most recent verification report was not accurate.	Discussed including results from the additional application in verification for cause and ensuring the correct number of error-prone applications is entered into the report. Referred to Step by Step Instruction: to How to Submit the Verification Report in CNP Verification found on ADE's website at <a href="http://www.azed.gov/health-nutrition/files/2016/04/how-to-submit-verification-report-on-cnp-verification-pr1_6march-2016qq.pdf">http://www.azed.gov/health-nutrition/files/2016/04/how-to-submit-verification-report-on-cnp-verification-pr1_6march-2016qq.pdf</a> .	<i>Please provide written assurance that the verification report will accurately reflect the verification practices and results that occurred.</i>

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**Meal Access & Reimbursement: Meal Counting & Claiming**

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No findings.	<i>None required.</i>
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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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Not applicable.
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**Meal Pattern & Nutritional Quality: Meal Components & Quantities**

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Signage which explains what constitutes a reimbursable meal was not displayed to students.	Discussed requirement and SFA posted signage during the on site visit.	<i>No further corrective action required.</i>
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**Resource Management**

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No findings.	Discussed allowable costs when using food service funds as well as limiting the net cash resources to an amount that does not exceed 3 months average expenditures. Refer to 7 CFR 210.14 for more information: <a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=3479b9ebba0bd96a1095bb6f718cb1b8&amp;mc=true&amp;node=se7.4.210_114&amp;rgn=div8">http://www.ecfr.gov/cgi-bin/text-idx?SID=3479b9ebba0bd96a1095bb6f718cb1b8&amp;mc=true&amp;node=se7.4.210_114&amp;rgn=div8</a> .	<i>None required.</i>
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**General Program Compliance: Civil Rights**

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No findings.	<i>None required.</i>
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**General Program Compliance: SFA On-Site Monitoring**

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Not applicable.
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**General Program Compliance: Local Wellness Policy**

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No findings.

*None required.*

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**General Program Compliance: Competitive Food Services**

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Not applicable.

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**General Program Compliance: Professional Standards**

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The School Nutrition Program Director hired after July 1, 2015 did not complete the required 8 hours of food safety training within 30 days of being hired or within 5 years prior to hire date

Discussed requirement and feasibility for attending an available certification training within current school year. Food Safety Online Courses can be found on ICN's website:  
<http://www.nfsmi.org/Templates/TemplateDefault.aspx?q=cELEPTIzNw==>.

*Please provide the expected date that food safety certification training will be completed by the School Nutrition Program Director.*

The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.

Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website:  
<http://www.azed.gov/health-nutrition/nslp/training/>.

*Please provide the expected date that the training requirement will be met as well as the name, date, and content information of trainings that the School Nutrition Program Director is registered for.*

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**General Program Compliance: Water**

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No findings.

*None required.*

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**General Program Compliance: Food Safety, Storage and Buy American**

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Temperature logs for milk coolers are not being maintained. Other temperature logs were not kept on file for 6 months.

Discussed requirements for maintaining food storage area temperature logs and keeping them on file for 6 months. Also discussed the addition of a share table, which may also need a temperature log. Monitoring forms can be found on ADE's website at <http://www.azed.gov/health-nutrition/nslp/operate-nslp/food-safety/>.

*Please provide a copy of the temperature log that will be used for food storage areas as well written assurance that logs will be kept daily and maintained on-file for 6 months.*

The following reviewed products (peaches, pineapple, fruit cocktail) indicated violations of the Buy American Provision in 7CFR 210.21(d) during visit to catering facilities.

Discussed the Buy American provision which supports USDA's mission to served children nutritious meals and support American agriculture. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision.

*Please provide a copy of a replacement food product labels to demonstrate it's domestic origin.*

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**General Program Compliance: Reporting & Recordkeeping**

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No findings.

*None required.*

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**General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach**

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No findings.

*None required.*

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**Other Federal Program Reviews: Afterschool Snack Program**

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Not applicable.

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2017 if applicable.

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**Other Federal Program Reviews: Fresh Fruit & Vegetable Program**

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Not applicable.

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**Other Federal Program Reviews: Special Milk Program**

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Not applicable.

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**Comments/Recommendations:**

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Congratulations! Self Development Academy - Phoenix has completed the Administrative Review in the 2016-2017 school year. You are doing a wonderful job implementing the School Nutrition Programs! Thank you to the Self-Development staff, especially Christina, for your hard work and cooperation in this review, it was a pleasure working with all of you. Please keep up the great work and remember to contact ADE Health & Nutrition with any questions or concerns.

**To stay on track with NSLP requirements checkout the NSLP at a Glance Calendar & Monthly Checklist on our website at**  
[http://www.azed.gov/health-nutrition/files/2016/07/sy-16\\_17-nslp-calendar7.20.16.pdf](http://www.azed.gov/health-nutrition/files/2016/07/sy-16_17-nslp-calendar7.20.16.pdf)

**Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at**  
<http://www.azed.gov/health-nutrition/nslp/training/>

Fiscal Action Assessed?

☐ Yes- SBP

☒ No- SBP

☐ Yes- NSLP

☒ No- NSLP

Please submit corrective action response by **January 30, 2017** to Lindsey Cler at [lindsey.cler@azed.gov](mailto:lindsey.cler@azed.gov) or 1535 W. Jefferson St, Bin #7, Phoenix, AZ 85007.



12/20/2016

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the Administrative Review Appeal Procedures found in your Child Nutrition Programs Guidance Manual.



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